

## Chapter 3.02

### Howard Lake Volunteer Fire Department And Ambulance Service

**Section 1. Volunteer Fire Department Continued.** There is hereby continued in the City of Howard Lake a Volunteer Fire Department consisting of a Chief, an Assistant Chief, a Fire Marshal, and not fewer than 15 volunteer fire department members.

**Section 2. Selection.** The Chief of the Fire Department, the Assistant Chief, and the Fire Marshal shall be elected annually by the members of the Fire Department/Ambulance Service, subject to confirmation by the City Council. Each officer shall hold office during good behavior. Fire Department members shall be appointed by the members of the Fire Department/Ambulance Service, subject to confirmation by the City Council. Fire Department members shall continue as members of the Fire Department during good behavior. In the event disciplinary action of any Fire Department member is necessary said disciplinary action shall first be addressed by the Fire Department/Ambulance Service members. Any Fire Department member who is aggrieved by said disciplinary action may appeal said disciplinary action to the City Council and have a public hearing.

**Section 3. Duties of the Fire Department Chief.** The Chief shall have control of all fire fighting apparatus and he shall be solely responsible for its care and condition. At the regular monthly Fire Department/Ambulance Service meeting the Fire Chief shall make a report to the members of the Fire Department/Ambulance Service on the condition of the equipment as well as the needs and recommendations of the Fire Department. Upon a majority vote by the Fire Department/Ambulance Service members the Fire Chief shall report to the City Council regarding the needs of the Fire Department. The Fire Chief and/or the Ambulance Service Director shall make a quarterly report to the City Council at its meetings in January, April, July and October regarding the condition of the equipment and the needs of the Fire Department. They may submit additional reports and recommendations at any meeting of the City Council. The Fire Chief shall be responsible for the training and discipline of the members of the Fire Department. The Fire Chief shall include in his quarterly report to the City Council the names of such persons as shall have applied for and been received into the Fire Department membership since his last report. In all cases where the members of the Fire Department/Ambulance Service first determine that discipline of a Fire Department member is warranted, the Fire Chief shall thereafter promptly report to the City Council the name of the Fire Department member disciplined, the reason why the discipline was imposed, and a description of the discipline imposed.

**Section 4. Duties of Assistant Chief.** It shall be the duty of the Assistant Chief to assist the Chief and obey his orders, and in the absence of the Chief, to take command and exercise a general supervision over the engines and other apparatus, and the building in which they are kept.

**Section 5. Duties of Fire Marshal.** The office of Fire Marshal may be held by the Chief

or by the Assistant Chief, if the City Council by resolution approves. The fire marshal shall be charged with the enforcement of all ordinances aimed at fire prevention. He shall have the authority to inspect all premises and to cause the removal or abatement of all fire hazards.

**Section 6. Records.** The Chief shall keep in convenient form a complete record of all fires. Such record shall include the time of the alarm, location of fire, cause of fire (if known), type of building, name of owner and tenant, purpose for which occupied, value of building and content, members of the Fire Department responding to the alarm, and such other information as he may deem advisable.

**Section 7. Practice Drills.** It shall be the duty of the Chief, when the weather permits, to hold a monthly practice drill of at least one hour duration for methods of fire fighting and fire prevention.

**Section 8. By-Laws.** The Howard Lake Volunteer Fire Department and Ambulance Service shall adopt By-Laws which shall govern the operation of the organization. Such By-Laws shall be submitted to the City Council for its approval and shall be effective upon the Council's acceptance.

**Section 9. Interference with Fire Department.** It shall be unlawful for any person to give or make or cause to be given or made, an alarm of fire without probable cause, or to neglect or refuse to obey any reasonable order of the Chief at a fire, or to interfere with the Fire Department in the discharge of its duties; and any person convicted of violating this section shall be deemed guilty of a misdemeanor.

**Section 10. Ambulance Service Continued.** There is hereby continued in the City of Howard Lake as a part of the Volunteer Fire Department a Volunteer Ambulance Service consisting of a Director, a Secretary-Treasurer, an Accounts Receivable Clerk, and not fewer than 5 emergency medical technicians.

**Section 11. Selection.** The Director of the Ambulance Service, the Secretary-Treasurer, and the Accounts Receivable Clerk shall be elected annually by the members of the Fire Department/Ambulance Service, subject to confirmation by the City Council. Each officer shall hold office during good behavior. Emergency medical technicians shall continue as members of the Ambulance Service during good behavior. In the event disciplinary action of any Ambulance Service member is necessary said disciplinary action shall first be addressed by the Fire Department/Ambulance Service members. Any Ambulance Service member who is aggrieved by said disciplinary action may appeal said disciplinary action to the City Council and have a public hearing.

**Section 12. Duties of Ambulance Service Director.** The Director shall have control of all ambulance equipment and he shall be solely responsible for its care and condition. At the regular monthly Fire Department/Ambulance Service meeting the Ambulance Service Director shall make a report to the members of the Fire Department/Ambulance Service on the condition of equipment as well as the needs and recommendations of the

Ambulance Service. Upon a majority vote by the Fire Department/Ambulance Service members, the Fire Chief and/or Ambulance Service Director shall report to the City Council regarding the needs of the Ambulance Service. The Fire Chief and/or Ambulance Service Director shall report to the City Council at its meetings in January, April, July and October regarding the condition of the Ambulance Service equipment and the needs of the Ambulance Service. They may submit additional reports and recommendations at any meeting of the City Council. The Ambulance Service Director shall be responsible for the training and discipline of the members of the Ambulance Service. The Ambulance Service Director shall include in his quarterly report to the City Council the names of such persons as shall have applied for and been received into the Ambulance Service membership since his last report. In all cases where the members of the Fire Department/Ambulance Service first determine that discipline of an Ambulance Service member is warranted the Ambulance Service Director shall thereafter promptly report to the City Council the name of the Ambulance Service member disciplined, the reason why the discipline was imposed, and a description of the discipline imposed.

**Section 13. Duties of Secretary-Treasurer.** It shall be the duty of the Secretary-Treasurer to maintain all records of the ambulance services including the date and time of all ambulance calls, the location of the call, the names of all persons medically assisted, the names of the ambulance service members responding to the call, and such other information as he deems advisable. The Secretary-Treasurer shall also maintain the financial records of all monies received and spent by the ambulance service.

**Section 14. Duties of Accounts Receivable Clerk.** It shall be the duty of the Accounts Receivable Clerk to monthly bill the financially responsible party or insurance company for all services provided by the ambulance service.

**Section 15. Emergency Medical Technicians.** All emergency medical technicians shall be able-bodied and not less than 18 years of age and shall comply with all training and testing requirements prescribed by the State of Minnesota.